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1 May 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

25 YEAR RE-REVIEW

1. ITEMS OF ADMINISTRATIVE INTEREST

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b. Special arrangements have been made for the chartering of a Capitol Transit bus. through Mr. [] Transportation Division, for [] tours to []

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c. Funds Status Report has been completed by the Finance Officer, and copies will be disseminated to the Director, the Deputy Director (General) and the Deputy Director (Special), and the Chief, Support Staff.

d. The move of the Assessment and Evaluation Staff to the first floor of the R & S Building has been completed.

e. Requisitions, amounting to several thousands of dollars, requiring contract action have been completed, thereby meeting Procurement's 1 May deadline.

f. Plans were completed and submitted to the Building Supply Officer for reallocation of space in Building []

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g. Pending submission of an official field T/O for instructor and clerical positions [] The Acting Chief, [] has agreed to transfer departmental positions to field status at the time that the personnel actions for such employees are processed.

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Administrative Officer, OTR

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WEEKLY REPORT

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[Redacted Box]

18 Dec
28 Mar 1952 & 1953

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